Process	*Review Appropriation*
Process Number	*BD – 027*

Description of Process

The Analyze Controlled Budgets, Inquire menu options let you review the budget information you enter, including journal entry detail for posted transactions. These panels display changes you make, available balances, current totals, and much more. In a series of inquiry panels, the last panel in the series provides a Print button that enables you to print a report of the journal detail that appears in the lower, scrolling portion of the panel.

Inquiring on appropriations involves three panels: Available Funds, Attributes, and Journals.

Input to Process

Output of Process

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Analyze Controlled Budgets, Inquire	Appropriation Inquiry

Business Process Description

Process Description	Responsibility (Agency/ Centralized)
AVAILABLE FUNDS PANEL **Step 1: Enter Budget Keys** Enter the Budget keys for the budget you would like to review or enter your Business Unit and press OK. When you press OK, a list box with all your budgets appear, select from the list the budget you would like to review.	Agency
Step 2: Reviewing Available Funds for Appropriations The appropriation key and description display at the top of the Available Funds panel. This panel also reconciles the Total Spending Authority to the Remaining Spending Authority, which is the balance at the time you make the inquiry. If the Budget Status on the Budget Year ChartField definition, is "Final Budget Approved", then the budget amounts you enter on the Prepare Controlled Budget panels will post to the "Other" amount field. Otherwise (if Budget Status is not Final Budget Approved), the system posts the budget amounts to the "Original" amount field. **The system displays the following adjustments to the original spending authority:** · **Original**—control budget amount entered before the Final Budget is approved. · **Carry Forward** amounts from the prior budget year. This field is reserved for future use. · **Net Transfers**—net transfers to and from this appropriation, which is calculated as the net balance of Transfers In and Transfers Out accounts for this appropriation. The State will not use this option. · **Associated Revenue**—total increase in spending authority from revenue recognized and received for this appropriation. . The State will not use this option. · **Other**—miscellaneous adjustments that change the original spending authority. The Budget Status on the Budget Year ChartField definition is Final Budget Approved. · **Spending Authority**--the remaining spending authority. · **Pre-encumbered—**total pre-encumbrances, or purchase requisitions outstanding. · **Encumbered—**total encumbrances, or purchase orders outstanding. · **Expended—**total expenditures.	FSS
ATTRIBUTE PANEL The Attributes panel displays most of the non-monetary attributes of the journal: its start and end dates, control/track status, and so on.	

JOURNALS PANEL	
This panel displays the appropriation description. The lower portion of the panel lets you scroll through a list of posted journals for the appropriation. Click the Search button to display detailed information. Click the Print button to print a report of these journals. The report will initially be displayed in a Crystal Application, then if you click the print icon within the Crystal Application the report will print.	

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested

AVAILABLE FUNDS PANEL

ATTRIBUTES PANEL

Unit:	Scenario:	Fund:	Org:		Program:	Sub-Cls:	BY:	Account:
40100	FINAL	A	401A15		ALL	308	2001	000000

Description: Amendment Number 001

Appropriation Attributes

Begin Date:	05/01/2000	End Date:	06/30/2049	Allotment Control:	Track

☐ Organization Budgets Exceed   ☑ Project/Grant Required   ☐ Temporarily Freeze Budget

Current Allotment Amount: 113,400.00

Total Organization Budgets: 113,400.00

FNVOLTST   Attributes   Update/Display All

ATTRIBUTES PANEL

JOURNALS PANEL

Analyze Controlled Budgets - Inquire - Appropriation Inquiry

File Edit View Go Favorites Inquire Report Help

Available Funds | Attributes | Journals

Unit:	Scenario:	Fund:	Org:		Program:	Sub-Cls:	BY:	Account:
40100	FINAL	A	401A15		ALL	308	2001	000000

Description: Amendment Number 001

Journal	Journal Date	Monetary Amount	Journal Line Description Journal Type
0000497885	06/28/2000	113,400.00	A01001
			S Supplemental Appropriation

FNVOLTST   Journals   Update/Display All